



VENDOR/EXHIBITOR/PERFORMER AGREEMENT

50+ EXPO 2016

Vendor/Exhibitor/Performer hereby makes application to participate in "50+ EXPO 2016" (The Event) sponsored by the Howard County Department of Community Resources and Services, October 31, 2016. Vendor/Exhibitor/Performer understands and agrees to abide by all rules and regulations of the Howard County Government and the Howard County Board of Education.

By taking part in the 50+EXPO, Howard County is not insuring you or your organization for this event. You and/or your organization are completely responsible for damages or injuries that occur to any persons or property whatsoever as a result of your participation in the event, including but not limited to the exhibit itself. You must have adequate insurance for your participation in the event. Notwithstanding insurance maintained, Vendor/Exhibitor/Performer agrees to be financially responsible for any and all damage or injury to persons or property caused by its vehicles, property, employees, contractors, agents, or volunteers anywhere on the property, including during set-up and removal of exhibits.

You must understand and practice sound safety procedures for your activities including proper supervision of all staff and activities and proper set up and take down of exhibits. Free public internet access (Wi-Fi) is available on the premises.

Vendor/Exhibitor/Performer agrees to hold harmless Howard County Maryland and the Howard County Board of Education and its respective officers, employees, agents, and volunteers, from and against any and all liability or claims for damages of any kind, arising from Vendor/Exhibitor/Performer's participation in the event.

See Addendum A. – Vendor/Exhibitor Policy and Procedures

Name of Vendor/Exhibitor/Performer/Organization

Name and Title of Person Responsible

Address

City

State

Zip Code

Date

Signature of person responsible and authorized to enter into this Agreement on behalf of Vendor/Exhibitor/Performer/Organization

Telephone Number(s)

E-Mail

PLEASE FAX TO (410) 313-5950 – NO COVER NEEDED



ADDENDUM A.

HOWARD COUNTY, MARYLAND

VENDOR/EXHIBITOR POLICY AND PROCEDURES

50+ EXPO 2016

1. The Office on Aging and Independence reserves the right to deny space to any exhibitor.
2. All registration fees are non-refundable unless the exhibit space is re-sold in advance of the EXPO date. If the exhibit space is re-sold, there will be a 25% cancellation charge taken from the registration fee.
3. In the case of an event no-show where there is insufficient notification, the exhibitor may be prohibited from participation in future shows sponsored by the Office on Aging and Independence.
4. The Office on Aging and Independence enforces a strict policy prohibiting any person from soliciting payment for products or services, or distributing promotional materials, brochures, business cards, etc. anywhere on site (inside or outside the building) other than from an exhibit booth.
5. The vendor shall be substantially present at the exhibit space for the duration of the event hours from 9:00 a.m. to 4:00 p.m. and shall have qualified, experienced and responsible staff available at all times.
6. Exhibitor set-up takes place the night before the event from 4:30 – 6:00 p.m. OR at 6:45 a.m. the day of the event. Set-up must be completed by 8:30 a.m. the day of the event. Exhibitors will NOT be permitted to check in after 8:00 a.m. (late arrivals risk losing their exhibit space).
7. Break-down: All exhibits cannot be dismantled before 4:00 p.m. Exhibit breakdown begins promptly at 4:00 p.m. A \$200 fee will be charged for dismantling and departure prior to 4:00 p.m.
8. The exhibitor shall be liable for delivery/ handling, set-up and removal of his/her own displays and materials. Nothing shall be nailed, stapled or otherwise fixed to the drapes, walls, floors/ or any part of the exhibit space.
9. Parking: On the day of the event, curbside exhibitor check-in will be located on the traffic circle in front of Wilde Lake High School. Office on Aging and Independence staff and volunteers will be on hand to assist as necessary. Once unloaded, exhibitors MUST move their vehicles to the school parking lot. Exhibitors will be provided with two parking passes in a separate mailing before the event.
10. Vendors/Exhibitors are not eligible to win any Office on Aging and Independence raffle prizes given at the event.
11. Health Regulations: If serving food or attending as a pre-approved caterer/demonstrator at the event, a Temporary Food Establishment License from Howard County Health Department is required. A copy of the license must be on file with the Office on Aging and Independence before the event. The exhibitor/caterer/demonstrator must comply with all Health Department Regulations.